

CITY OF RIVERSIDE

2760

12/28/04

HUMAN RESOURCES DEPARTMENT

Revised

CLASSIFICATION SPECIFICATION**TITLE: POLICE BACKGROUND INVESTIGATOR (NON-CLASSIFIED)****DEFINITION**

Under general direction of the City Manager/Assistant City Manager, through the Chief of Police, to perform background investigations for applicants to the City of Riverside's Police Department; and to do related work including a broad range of investigations for various City Departments, as required.

DISTINGUISHING CHARACTERISTICS

This classification is exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: City Manager/Assistant City Manager through the Chief of Police

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Conduct investigations of Workers' Compensation claims, tort claims and lawsuits filed with the City by collecting information to assist the various City Departments in processing and handling these matters.
- Conduct objective background investigations by collecting, collating and disseminating information to assist the department in making a sustainable hiring decision.
- In conformance with City policy, to investigate each applicant in order to assess the suitability for the position sought within the Police Department.

QUALIFICATIONS**Knowledge of:**

- Workers' Compensation and municipal liability issues.
- Police Officer Standards Training (POST) compliance for background investigations.
- Local State and Federal laws pertaining to background investigations.
- Proper documentation for all investigative actions.

Ability to:

- Treat all persons with dignity and respect.
- Be professional in dealing with claimants and witnesses to various claims.
- Be professional in dealing with applicants and interviewees for background interviews.
- Apply appropriate strategies for effective interactions with diverse cultural groups.
- Be ethical.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate Arts degree. A Bachelor's degree is highly desirable. Successful completion of the California POST Background Investigation Course within the last three years.

Experience: A minimum of five years of experience as Detective or higher in a California Police agency recognized by POST with responsibility in conducting complex criminal investigations and/or police administrative investigations.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Successful completion of the California POST Background Investigation Course within the last three years.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Police Background Investigator

TO: